

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
<i>Disclaimer: Printing the manual material found at this website for long-term use is not advisable. WIA Policy material is updated periodically and it is the responsibility of the users to check and make sure that the policy they are researching or applying has the correct effective date for their circumstances.</i>				
WIA.49	Forms	Objective and Service Definitions has been updated to add Support for Training to the Service Definitions for Employment-Related Education	Page 9	09/09/14
WIA.49	Forms	Objective and Service Definitions has been updated to move Job Search to Core Services from Intensive Services.		07/30/14
1.70 5.20	Statewide Performance and Sanctions Performance Measures	State of Montana Performance Levels for PY'14 July 1, 2014 through June 30, 2015	Page 2 Page 6	7/01/14
3.70	Family Size and Income	Revised Income Table for Adults and Youth	Page 4	05/30/14
7.00	Management Information System Requirements	if no services that extend participation are provided has been added to the 2 nd paragraph under II. E. Ending Services and Enrollments	Page 5	05/12/14
4.05	Case Management	Revised this Section to add instructions for case managers that have been unable to make contact in a 90 day period to B. Case Manager Responsibilities	Page 2	05/12/14
3.40	Assessment and Planning	Revised II.A. 1. and 2. to clarify the language around Acceptable TABE alternatives and Waivers	Pages 2-3	05/12/14
3.40	Assessment and Planning	Revised this section to make more clear the Waivers from TABE assessment language for adults and dislocated workers	Page 3	04/15/14
WIA.49	Forms	Objective and Service Definitions has been updated by revising Counseling & Career Planning to Career Planning	Page 9	04/15/14
3.60	Individual Service Strategy (ISS)	Revised to add the Basic Skills Assessment (TABE) Agreement to the ISS policy	Page 1	04/11/14
3.40	Assessment and Planning	B. Basic Skills Assessment Guidelines has been revised to clearly note the separate guidelines for the Adult and Dislocated Worker programs and the Youth Program	Pages 2-5	04/11/14
4.90	Follow-up Services and Activities	Section has been revised to add policy for providing Follow-up Services to Youth	Pages 1-2	04/11/14
5.80	Literacy/Numeracy for Out-of-School Youth	Revised the hours of remediation for post-testing in Part C. Remediation Activities	Page 2	04/11/14

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3.40	Assessment and Planning	Added a new item to B. Pre-testing and Post-testing that says 1) no money will be spent on out-of-school youth participants that have not been pre or post-tested within prescribed timelines; and 2) Corrective action may include repayment of funds expended on youth for the period of time the youth should have been tested.	Page 3	03/07/14
	Table of Contents	Revised to reflect the change from Certificates to Credentials in Section 4.70	Page 1	01/27/14
4.70	Credentials (formerly Certificates)	Section title has been changed from Certificates to Credentials . This change has also been made in the body of the section (and throughout the manual) where appropriate	Entire Section	01/27/14
WIA.49	Forms	Objective and Service Definitions has been updated to include noting which services initiate participation; extend exit; services that do not initiate or extend exit; and Action that is required in MontanaWorks Employment Plan	Entire Document	01/23/14
WIA.08	Forms	WIA Application is revised to: 1) align Veteran choices in MontanaWorks and the WIASRD; and 2) add High School Equivalency to Highest Grade Completed 3) add Distance Learning		1/2014
4.10	Work Experience (WEX)	Revised C. Participant Wages, Benefits, Hours of Work and Duration of Assignment by removing the Holiday Pay section and revising <i>Hours of Work</i> to clarify: 1) that participants can only be paid for the actual hours worked; and 2) full-time participation is now defined as 32-40 hours worked instead of 35-40 hours.	Page 2	12/09/13
4.20	On-the-Job Training	Revised C. Reimbursement and Contract Requirements to reflect the waiver recently approved by USDOL	Page 2	12/09/13
4.80	Supportive Services	Legal Services (#5, page 4) has been removed from the supportive services list. Requests for legal services will be reviewed and approved on a case-by-case basis. If the supportive service is determined to be an allowable expense it will be under "Other Supportive Services".	Page 4	12/09/13

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WIA.09	Forms	Removing WIA.09 Participant Agreement from the WIA Forms section of the WIA policy website. Providers should be using the IEP or ISS that already has the Provider Agreement attached on the website		
WIA.24	Forms	OJT Pre-Award Review has been revised to include the question asking the business if it is currently covered for Unemployment Insurance and Worker's Compensation	Page 1 of 1	12/09/13
Forms	WIA.17 Individual Service Strategy (ISS)	ISS has been revised by: 1) adding Academic to the Goals section; 2) adding point #6 to the ISS Participant Agreement 3) adding the Basic Skills Assessment (TABE) Agreement for out-of-school youth		12/05/13
4.80	Supportive Services	Revised D.7. Housing to clarify the required documentation for rent payments	Page 6	10/01/13
1.130	Funding Allocation	Revised WIA Dislocated Worker funding allocation by adding the six criteria that make up the funding formula	Entire Section	10/01/13
7.00	MIS Requirements	Revised Section to clarify the employment plan; adding services and support; and ending services and enrollments II. D. Adding Services and Support II.E. Ending Services and Enrollments	Pages 5-6	10/01/13
WIA.01, .10, .11, .21B, .21C, .36, .37,.38, .39	Forms	Revised forms to remove Personal Identifiable Information		10/01/13
WIA. 07, 18, 19, 32, 36,	Forms	Removed from WIA website – Forms are obsolete		10/01/13
9	Glossary	Revised Dislocated Worker definition to clarify UI profiling and referral process	Page 6	08/20/13
3.10	Adult and Dislocated Worker Eligibility and Service Priority	III. A. (iii) Dislocated Worker Eligibility Criteria has been updated to clarify that Montana's UI profiling and referral process satisfies the necessary criteria to meet the dislocated worker definition.	Page 5	08/20/13

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WIA Website Navigation	MWORKS SCREENS WIA Navigation/ WIA Montana Works on WIA website	A number of screen prints have been revised under the Instructions with Screen Prints section: WIA Assessment WIA Appropriateness and Progress Tabs WIA Case Management Search WIA Data Validation WIA Eligibility WIA Enrollment and Employment Plan Tabs WIA Funding TAB WIA Problems WIA Scheduler WIA Seeker		06/28/13
3.70	Family Size and Income	Revised Income Table for Adults and Youth	Page 4	06/28/13
FORMS	1) WIA.06 Release of Information 2) WIA.08 WIA Application	1) Revised the form to: (a) remove the Social Security # line and (b) add a line for the participant to print their name 2) Revised the Application to: (a) allow entry of only the last 4 digits of the Social Security Number; and (b) Revise the Youth Program Only Eligibility section on page 2	Page 1 Page 1 Page 2	06/28/13
1.70 5.20	Statewide Performance and Sanctions Performance Measures	Revised to update the performance measures for PY'13 in section 1.60 and 5.20	Page 1 Page 6	06/10/13 Effective 07/01/13 through 06/30/14
FORMS	WIA.48 Parent /Guardian Program Participation Consent Form	Consent form has been printed on new letterhead with the names of the current Governor and DLI Commissioner. Start using immediately.		05/20/13

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5.90	Quality Control	II. Deficiency Consequences has been revised: 1) to clarify that deficiencies in the requirements listed throughout this section can lead to corrective action; and 2) the Baseline wording in the table has been changed to yearly monitoring/incidental findings	Page 4	05/13/13
7.00	Management Information Systems Requirements	This section has been revised as follows: I.B. Clarifies the process for changes in participant's goals on the MontanaWorks Employment Plan; I.C. Clarifies the MontanaWorks Case Management Search and encourages case managers to use this tool; II. Revised the definition of applicant; II.A.5. Adds public assistance documentation to the list of acceptable documents for obtaining the Social Security Number; II. F. Added Follow-up Activities; II.G. & H. Clarifies Temporary Gap in Services II.I. Revised the Vendors section to clarify the process for adding a vendor to MontanaWorks	Pages 1-7	05/13/13
FORMS	WIA.05 Confidentiality Agreement	Confidentiality Agreement has been printed on new letterhead with the names of the current Governor and DLI Commissioner. Start using immediately.		05/08/13
FORMS	WIA.21	Revised the WEX Memorandum of Agreement to add the Union Concurrence Form to the list of required Attachments	Page 4	05/04/13
FORMS	WIA.49 Objectives and Service Definitions	Entrepreneurial Training has been revised to include the requirement for Eligibility Training Provider documentation for this service	Page 3	04/16/13
FORMS	WIA.12 Youth Verification Worksheet WIA.13 Youth 5% Verification Worksheet	Revised both documents to: 1) clarify documentation for the Deficient in Basic Literacy for in-school and out-of-school youth; 2) add the new 6 th barrier and the required documentation; and 3) added clarification of documentation and timeline requirements for adults receiving public assistance for income eligibility purposes under Public Assistance Documentation on the Instructions page.	Pages 2-4 and page 8	04/09/13
4.00	Services and Activities	II.B. Youth Required Components has been revised to note that adult mentoring must be provided to all youth	Page 6	04/02/13

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4.80	Supportive Services	Removed references to paying limited supportive services for adults and dislocated workers while receiving core services	Pages 1-2	03/08/13
FORMS	WIA.10 Adult Verification Worksheet WIA.11 Dislocated Worker Verification Worksheet	Updated the Instructions page to add clarification of documentation and timeline requirements for adults receiving public assistance for income eligibility purposes OR in the case of Dislocated Workers, for data validation purposes if the individual says that they are receiving public assistance.	Page 4 Adult Page 3 DW	02/07/13
4.80	Supportive Services	Revised E. Unallowable Supportive Services by adding Expenses incurred prior to enrollment	Page 7	02/07/13
4.05	Case Management	Provides guidance for case managers	New	02/07/13
3.40	Assessment and Planning	Revised Part B. Basic Skills Assessment Guidelines to clarify basic skills assessment (TABE) does not apply to in-school youth	Pages 2-3	02/07/13
3.20	Youth	1) Added revised 6 th barrier criteria 2) Further clarification of timeline requirements for individuals receiving public assistance	Pages 1-5	02/07/13
3.10	Adult and Dislocated Workers Eligibility and Service Priority	Added clarification of timeline requirements for individuals receiving public assistance	Page 2	02/07/13
9.10	YOUTH GLOSSARY	New – specific to definitions that apply to the youth program	New	02/07/13
	TABLE OF CONTENTS	1) Added new section 4.05 Case Management 2) Added Youth Glossary	NEW	02/07/13